

DNA ADMINISTRATIVE REVIEW

Once the report has been technically reviewed, it will be administratively reviewed. The administrative review ensures that the report and supporting documentation is consistent with the federal Quality Assurance Standards for Forensic DNA Testing Laboratories and the federal Quality Assurance Standards for DNA Databasing Laboratories, along with the Division Quality Assurance Manual. During administrative review, a review of the case file and final report for clerical errors and for the presence and accuracy of the following report elements will be conducted; the review of any or all of these elements may be included within the technical review:

- Case identifier
- Description of evidence examined
- Description of technology
- Name of the amplification system
- Results and/or conclusions
- A quantitative or qualitative interpretative statement
- Date issued
- Signature and title of the person accepting responsibility for the content of the report

The administrative review will also include a review that all pages in the case package are numbered and that the total number of pages is correct and listed on a worksheet, a review of the chain of custody and disposition of evidence, and a check of any updates to the hit database (as applicable).

The release of personally identifiable information associated with a database hit shall require an administrative review of the official correspondence. This administrative review shall include the following additional elements as applicable, any or all of which may be included within the technical review:

- Individual's biographical data
- Individual's qualifying offense
- DNA profile generated from reanalysis

After completion of the administrative review, the reviewer will scan the report appropriately into the LIMS system and document the review on the face of the submission sheet.

Document ID	Revision	Approval	Date Published
1804	7	Supervising Criminalist - Biology	12/29/2017 9:31:41 AM